

ALASKA



FFY 2015 Highway Safety Grant Application Instructions

Alaska Department of Transportation & Public Facilities
Alaska Highway Safety Office
Highway Safety Grant Program
March 2014

Highway Safety Grant Instructions

Introduction

The Alaska Department of Transportation and Public Facilities (ADOT&PF) through its Highway Safety Office (AHSO) funds grants which address specific traffic safety priority areas that include: Impaired Driving, Police Traffic Services, Speed and Aggressive Driving, Roadway Safety, Occupant Protection, Child Passenger Safety, Pedestrian and Bicycle Safety, Motorcycle Safety, Traffic Records, and Community Traffic Safety. Grants may be awarded for assisting the Alaska Highway Safety Office in addressing traffic safety deficiencies, expansion of an ongoing activity, or development of a new program of intervention.

Agencies Eligible to Receive Funding

Government agencies, political “subdivisions” of the state and local government agencies, state colleges and state universities, school districts, fire departments, public emergency services providers, and certain qualified non-profit organizations are eligible to receive highway safety grant funding.

Qualified Non-Profit Organizations

Chapter 20, Alaska Administrative Code, requires non-profit organizations to provide their “**Certificate of Status**” from the **Alaska Department of State, Division of Corporations**, verifying their not-for-profit status when submitting their Grant Application. The “**Consumer’s Certificate of Exemption**” from the **Alaska Department of Revenue** or a letter from the U.S. Department of the Treasury confirming Section 501(c)(3) status is not sufficient to meet this requirement.

If the non-profit organization’s project is selected for funding, it must provide a copy of its Alaska Business License and a financial statement showing the establishment of a special segregated account designated solely for highway safety project activities, which contains funds equal to or greater than the amount of the grant award.

Funding Restrictions

Replacement of existing program expenditures, personnel, materials, program maintenance, research, rehabilitation, and construction are not allowable costs. Other unallowable costs are determined on a project-by-project basis.

Project Funding Period

Grants are administered on a Federal fiscal year basis (October 1 – September 30). All grants are awarded on an annual basis based upon available funding and there should be no expectation of funding for more than one year. However, a grant may be funded for up to three consecutive years provided a program evaluation determines the value of the intervention or the activity is a proven countermeasure. Grant funded projects that the AHSO determines are statewide activities and benefit all citizens of Alaska may be funded for a longer period of time at the AHSO's discretion.

Highway safety grants are intended to provide the seed money to begin new programs, much like start-up capital is to a new business. All grant funded projects are intended to become self-sufficient when grant funding terminates and continue to operate with local or state funds. To promote self-sufficiency and project continuation, agencies are expected to provide a local hard dollar match when funding for personnel is included in first, second, and third year of the project. The local match is a minimum of 10 percent for all first year projects. If it is determined through an evaluation that a project is worthy of continuation into the second year, then a 50 percent hard match will be required. If a project enters into a subsequent third year of funding a 75 percent hard match will be required. A higher match percentage is always encouraged regardless of the funding year.

Selection Criteria

The Alaska Highway Safety Office reviews all grant applications for compliance with state and Federal regulations. Grant applications which comply with these regulations are prioritized for funding consideration using the following criteria:

- Does the grant application request satisfy a specific traffic safety need identified by the AHSO?
- Does the application provide sufficient supportive crash data to determine the extent of the traffic safety problem for the program area in which funds are being requested?
- Does the crash data provided in the application's "Statement of the Problem" document an existing traffic safety problem. (Citation data and survey results should also be used to document the problem.)
- Are the goals and objectives of the proposed intervention presented in the grant application consistent with the goals and objectives of the AHSO?
- Does the proposed intervention align with the Alaska Strategic Traffic Safety Plan emphasis areas?
- If the agency was previously funded by the AHSO, did it submit progress reports, reimbursement requests, and deliverables on a timely basis and implement the activities that were detailed in the grant agreement?

Notification

The Alaska Highway Safety Office will send a letter or e-mail confirming receipt of the application to the identified applicant contact person. All grant applications are reviewed and prioritized in May and June, and the applicant contact person will be notified in August if the grant application was selected for funding. Agencies receiving grant awards will be required to attend a meeting scheduled by the AHSO prior to October 1 where information will be given on completion of their Grant Agreement form to be eligible to receive project funding, requirements for reimbursement, and expectations for program activity.

Funded Traffic Safety Priority Areas

Alcohol (Impaired Driving) – Includes impaired driving, youth alcohol programs, and community prevention/intervention programs. Grant applications should include one or more of the following activities: specialized enforcement, education, training, and public information efforts. Items eligible for funding under this category may include: in-car video systems, public awareness materials, and DUI checkpoint equipment, including trailers, light towers, traffic cones, arrow boards, and generators.

Police Traffic Services – Includes training programs related to traffic enforcement, crash investigation, and general traffic safety enforcement. Grant applications must address identified traffic enforcement training needs. Items eligible for funding under this category may include: registration fees and equipment for training. Travel expenses and per diem to attend training activities are not normally funded.

Speed Control (Aggressive Driving) – Includes speeding, aggressive driving, red light running, and other traffic enforcement activities. Grant applications should include one or more of the following activities: specialized enforcement, education, and public information efforts. Items eligible for funding under this category may include: speed measuring devices, radar display trailers, public awareness materials, and enforcement vehicles.

Roadway Safety – Includes efforts to assist public works agencies (city and borough) and engineering departments in providing a safe environment for the growing traffic volume. Grant Application should correlate crashes with traffic volumes and recommend remedial action. (Training for engineers, local staff, planners? just traffic volume – doesn't seem to be a problem in AK). Items eligible for funding under this category may include: reflectometers, sign-making equipment, striping machines, and computers for maintaining roadway databases.

Occupant Protection – Includes safety belt use awareness, safety belt enforcement, special needs, teens, minority programs, and other education programs. Grant applications should include one or more of the following activities: education, training, enforcement, usage and attitudinal surveys, and public information efforts. Items

eligible for funding under this category may include: educational materials, survey materials, variable message boards, and public awareness materials.

Child Passenger Safety – Includes establishing or expanding child passenger safety inspection stations, child passenger safety awareness training, special needs training, and other child passenger safety programs. Grant applications should include one or more of the following activities: education, training, enforcement, usage surveys, attitudinal surveys, and public information efforts. To be considered for receiving funds for child safety seats, an agency must have at least one nationally certified child passenger safety technician on staff. The agency must also collect a set fee or donation based on economic eligibility for all seats funded under the grant that are distributed to allow for project sustainability to purchase future seats for the program.

Items eligible for funding under this category may include: inspection station supplies, educational materials, trailers to be used as mobile inspection stations, travel, public awareness materials and child safety seats (if a fee or donation is collected for each seat distributed).

Pedestrian and Bicycle Safety – Includes programs to increase safety awareness and skills among pedestrians, bicyclists, and motorists sharing the roadway. Grant applications should include one or more of the following activities: education, training, enforcement, surveys, and public information efforts. Items eligible for funding under this category may include: public awareness materials, bicycle skills courses, and training for professionals involved with all aspects of pedestrian and bicycle safety. To be considered for receiving funds for bicycle helmets, the helmet distribution must be associated with an education or training program, and the agency must collect a set fee or donation based on economic eligibility for all helmets funded under the grant that are distributed to allow for project sustainability to purchase future helmets for the program.

Motorcycle Safety – Includes programs to increase safety awareness and skills among motorcyclists or to increase motorists sharing the roadway. Applications should include one or more of the following activities: education, training, and public information efforts. Items eligible for funding under this category may include: equipment for training, educational materials, and public awareness materials.

Traffic Records – Includes projects which improve the timeliness of traffic records data collection and sharing; increase the accuracy or completeness of traffic records data; promote uniformity of, or the ability to integrate traffic records data; or facilitate access to traffic records data. Applications must address one or more of the objectives, strategies, or action steps identified in the FFY 2015 Alaska Traffic Records Strategic Plan as summarized in Table 3 on pages 28 – 40 of the plan. The plan is available online at: http://www.dot.state.ak.us/highwaysafety/trafficrecords_comm.shtml

The AHSO has previously funded the development of TraCS software which includes the uniform citation form, DUI citation form, DUIpak, long and short form crash reports, and the update/continuation form. This software is available at no charge to all Alaska

law enforcement agencies. As a result, the AHSO does not provide funding support for proprietary crash and citation software. The AHSO will continue to support the maintenance and upgrade of TraCS software and training activities for agencies that implement TraCS. Items eligible for funding under a TraCS project may include: computer software (other than citation and crash form software) and hardware needed to implement TraCS or traffic records management systems.

Community Traffic Safety – Includes traffic safety programs identified by local communities that address crash problems and established priorities, and deploy research-based and proven intervention techniques. Grant applications should include one or more of the following activities: education, training, surveys, or public information efforts. Applicants who propose activities which have not been proven effective by research must include an evaluation plan as a part of the project to be considered for funding. Items eligible for funding under this category may include: educational materials and public awareness materials.

Highway Safety Grant Application Guidelines

Applying for Federal Highway Safety funds begins with submission of an Alaska Highway Safety Grant Application under the following guidelines:

- The Highway Safety Grant Application must be submitted on the AHSO form AHSO-GA-HSF01 (revised 03/14). The print font used on the form must be Times New Roman and no smaller than 10 pitch.
- The Highway Safety Grant Application submitted must be no longer than fifteen (15) pages, including the cover letter from the Head of the Agency requesting funding. Not-for-profit agencies must also include their “Certificate of Status” from the Alaska Department of State, Division of Corporations, Section 501(c)(3) certification, and a copy of their Alaska Business License; these documents are not included in the 15 page limit.
- The Highway Safety Grant Application must include the completed Informational Form, Statement of the Problem, Proposed Solution, Objectives, Evaluation, and Budget Form.
- Additional pages, documentation, or letters of support will **not be considered**.
- All applicants must include the Dun and Bradstreet Data Universal Numbering System (DUNS) number in the box provided on the grant application.
- All applicants must include their Alaska Business License number on the application in the box provided.

- A cover letter signed by the head of the agency must be attached to the grant application. The cover letter must be typed on agency letterhead and signed by the head of the agency, stating that the agency head fully supports the proposed project. The application will not be considered for funding without this letter included in the application package.

Examples of an agency head: Sheriff, Chief of Police, Fire Chief, University President, County Commission Chairperson, Mayor, or Health Department Director

Highway Safety Grant Application Mailing Address

Mail the original Grant Application and cover letter to:

USPS

Tammy Kramer
Governor's Highway Safety Representative
Alaska Highway Safety Office
P.O. Box 112500
Juneau, AK 99811-2500

Overnight via Fed Ex, UPS, DHL

Tammy Kramer
Governor's Highway Safety Representative
Alaska Highway Safety Office
3132 Channel Drive, Suite 200
Juneau, Alaska 99811-7814
Phone: 907.465.8944

Highway Safety Grant Application Submission Deadline

Highway Safety Grant Applications for FFY 2015 funding must be **received no later than May 9, 2014** to be considered for funding. The Alaska Highway Safety Office will not accept Highway Safety Grant Applications that are sent or received by fax or e-mail or received by contract carrier (e.g., FedEx) after close-of-business on May 9, 2014. Highway Safety Grant Applications post-marked May 9, 2014, but received after that date will not be accepted.

Grant applications may be hand-delivered on or before close-of-business May 9, 2014.

Highway Safety Grant Application Format

The Highway Safety Grant Application must contain the following elements:

- Informational Form, Statement of the Problem, Proposed Solution, Objectives, Evaluation, and Budget Request.
- The Informational Form (page 1) must be submitted in the original format, however, the foundation template (pages 2-6) may be adjusted to accommodate your particular grant application needs so long as you adhere to instructions regarding overall length and the mandatory required elements.

Informational Form

Complete all of the following items on the Informational Form:

Date, Agency, Grant Application Title, Type of Request, Type of Funding, Priority Area of Request, Head of Agency Mailing Address, Agency Contact Information for Grant Application, Funding Request (including Agency Match if applicable), Project Total, Alaska Business License Number, and DUNS number.

Statement of the Problem

Identify the traffic safety related problem or deficiency that the proposed project is intended to intervene. Is the problem identified in the Alaska Strategic Highway Safety Plan? With which Emphasis Area does it align? Include a minimum of three years of complete crash data and a brief analysis of the data. When available, five years of data should be presented and analyzed. When identifying the problem, take into consideration changes or projected changes in population, traffic patterns, and other demographic or economic dynamics that may affect traffic safety.

Examples:

- Provide alcohol-related crash statistics – crashes, injuries and deaths – for the past three years.
- Compare local safety belt use rates to statewide rates.
- Conduct and report the findings from a local child safety seat use survey. Discuss any comparison between your jurisdiction and similar jurisdictions.

Proposed Solution

Explain how your proposed solution is integrated into the Strategic Highway Safety Plan and what strategies/action steps you will be implementing to resolve the traffic safety problem(s) that you have identified. Your solution must show a logical relationship to your identified problem. For example, a program to increase the safety belt use rate will not reduce crashes; but it will reduce injury severity or fatalities. Items in your budget must directly correlate to your statement of the problem and the proposed solution.

Objectives

State the objective(s) of the project in quantifiable terms. This includes the nature of the work to be performed and the guidelines for determining if the performance is

satisfactory. Use a verb to specify what is to be accomplished and a standard component to indicate acceptable performance.

Examples:

- To reduce the number of alcohol-related crashes by 5% in the months of June, July and August of 2015 by applying high visibility enforcement in high crash locations.
- To decrease the annual number of crashes where speeding was a contributing factor by 5% over the previous year by September 30, 2015.
- To reduce bicycle and pedestrian injuries and fatalities by 5% from the previous year by September 30, 2015.
- To increase safety belt usage in your jurisdiction by 10% by June 15, 2015.
- To conduct at least 60 child safety seat fitting station appointments by September 1, 2015.

Evaluation

Provide the evaluation component(s) you will utilize to examine the achievement of the program objectives. This in-depth examination of program performance and context allows for an overall assessment of how the program is working and identifies adjustments that may improve results in the future.

Budget Form

When preparing the proposed budget, care should be taken in estimating costs. Be sure to include only allowable cost. If you have a question whether a cost is allowable, contact the AHSO before submitting the application. Attempt to anticipate increases in costs that may occur between the time the grant application is proposed and the grant start date. **Grant costs must be allowable, reasonable, and proportional to the stated problem and proposed solution.**

Budget Categories

Personnel Services – Costs must include the position title, the monthly salary, and percentage applicable to the project. Benefits must be listed as a separate line item.

Contractual Services – Costs may include work that will be performed by each consultant firm or person secured on contract to work on the project. Do not list a firm, agency, or individual's name. Use descriptive titles such as "Data Consulting," "Evaluation Services," etc.

In-State Travel and Per Diem – Travel costs must comply with the State of Alaska travel rates and include room rate, airfare, number of room nights, per diem, etc.

Commodities – Costs may include direct expenditures, such as bicycle helmets, child safety seats, inspection station supplies, printing, educational materials, travel, portable breath test devices, etc. Software is always an expense item. Do not use brand names. Enter only items that are less than the amount established as the limit for Operating Capital Outlay items in accordance with your agency requirements. Under the Buy America Act provisions, any steel, iron and manufactured products purchased under a grant must be obtained from American-made sources. For compliance purposes, American-made covers any product that is manufactured or assembled in the United States. At this time, NHTSA does not exempt purchases below a minimum threshold or apply any exemptions that remove a class of products from coverage.

Operating Capital Outlay – Enter the estimated dollar amount for equipment that costs more than the agency's established limit for Operating Capital Outlay items. Costs may include speed monitoring trailers, light towers, arrow boards, RADAR or LIDAR speed measuring units, computers, child passenger inspection station trailers, etc. Do not use brand names like Stalker or Century in the application. Include a separate line item for each piece of equipment that exceeds \$5,000. Items that exceed \$5,000 are considered "nonexpendable property." Under the Buy America Act provisions, any steel, iron and manufactured products purchased under a grant must be obtained from American-made sources. For compliance purposes, American-made covers any product that is manufactured or assembled in the United States. At this time, NHTSA does not exempt purchases below a minimum threshold or apply any exemptions that remove a class of products from coverage.

Indirect Costs – Costs that cannot be charged directly to a project. Indirect costs are an allowable cost, but are not encouraged. All indirect cost proposals must be submitted on the Highway Safety Application form.

An agency that requests indirect costs must have adopted an indirect cost policy that conforms to either OMB Circular A-87 or A-122 and submit a current letter from your cognizant Federal agency with the grant application. For example a law enforcement agency would have a letter from the U.S. Department of Justice that would state the indirect cost rate.

The indirect cost rate is limited by the AHSO to 10% of the total budget maximum for all highway safety grant projects.

Forms Available on Internet

The Alaska Highway Safety Application form and the Alaska Highway Safety Application Instructions are available on the Alaska Highway Safety Office website: <http://www.dot.state.ak.us/highwaysafety/forms.shtml>

Suggested Resources

Fatal Accident Reporting System, U.S. DOT, National Highway Traffic Safety Administration. Reports are available at:
<http://www-fars.nhtsa.dot.gov/Main/index.aspx>

FFY 2015 Alaska Traffic Records Strategic Plan, Alaska Traffic Records Coordinating Committee
http://www.dot.state.ak.us/highwaysafety/trafficrecords_comm.shtml